



CITY OF PETALUMA

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December 23rd, 2021

REQUEST FOR PROPOSAL (RFP) FOR WASTEWATER TREATMENT PLANT OUTFALL REPLACEMENT DESIGN AND CONSTRUCTION SERVICES FOR THE FOR THE ELLIS CREEK OUTFALL RELOCATION PROJECT.

INTRODUCTION

The City of Petaluma's Department of Public Works & Utilities is requesting technical proposals from qualified consulting firms interested in providing design of the replacement outfall for the City's wastewater treatment plant, as well as construction services for the Ellis Creek Outfall Relocation Project.

The City will enter into a Professional Service Agreement (PSA) with the top qualified firm to provide investigation and design services.

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

Environmental Services
Ellis Creek –
Water Recycling Facility
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax (707) 656-4067

Parks & Facility Maintenance
840 Hopper St. Ext.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Transit Division
555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations
202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail:
publicworks@cityofpetaluma.org

SCOPE OF SERVICES

The Ellis Creek Water Recycling Facility (Ellis Creek) is located at the south eastern boundary of Petaluma and is bound by Highway 116 (Lakeville Hwy), the Petaluma River, Shollenberger Park, wetlands and agricultural land. Ellis Creek has two existing outfalls, one original outfall constructed across the wetlands to a submerged outfall in the Petaluma River, with support structure; and an emergency outfall directed to the nearby drainage channel which was constructed as a temporary measure to be used if the original outfall fails. The original outfall was constructed in 1976 and is showing physical deterioration. Inspection showed transvers and longitudinal cracking of the pipe and noted the material is likely Techite. In response to the inspections and possible failure the City was granted emergency authorization to construct a temporary outfall to be used as a contingency bypass in case of a failure.

It is incumbent on the City to replace the temporary outfall with a permanent solution, and at which time the original outfall will be abandoned. A preliminary design has been prepared by GHD Inc. for a preferred layout and to begin discussions with regulatory agencies. Environmental permitting services are currently being provided by GHD. The City is seeking a consultant to take the concept through design and into construction.

Due to the location of the outfall near wetlands and probable nesting habitats it is fully anticipated that environmental permit restrictions will limit the construction window(s). It is the City's desire to have the new outfall constructed in the Fall of 2022 and operational by the end of the construction window – January 2023. The project will need to be closely coordinated with the ongoing operation of the facility. The City plans to bring in outside construction management to assist with project management.

The allowable construction window is anticipated to be limited:

- Presence of rail species - September or October through January
- Wetland areas – June 1 through October 15
- In river outfall demolition – September 1 to October 15

We expect that the selected consultant will be able to improve upon the project schedule but the following major milestones have been identified for timely completion of the project. The selected consultant will not exceed these dates:

- Feb 10, 2022: Design Notice to Proceed
- April 25, 2022: 60% Design Submitted
- June 2, 2022: 100% Design Submitted
- June 9, 2022: Notice Inviting Bids
- July 18 2022: Contract Award/Council Date
- August 2022: Construction Phase
- October 15, 2022: Construction within wetlands complete
- January 2023: Project Completion

Therefore, the City is requesting the qualified Consultant and necessary subconsultants partner with the City to provide recommendation and complete the design of the outfall, including scour prevention, habitat protection, decommissioning of the existing outfalls, and to provide the City with construction documents necessary for the bidding of the work as well as the option to provide construction services through completion of the project.

The Design Consultant and its team will need to perform the following tasks:

- Consultant to review all relevant existing information, including the Preliminary Design provided by GHD, Inc. Review existing permit requirements including the City's NPDES permit CA0037810.
- Provide the City with a detailed project schedule, to be updated throughout the project. The construction windows set by regulatory agencies are a controlling factor in the project schedule and the selected consultant will drive success in timely completion and maximize the construction window available for contractors for the benefit of the City. To meet project timeline, bi-weekly meetings may be necessary.
- Perform additional surveying if needed and a field investigation to address any geotechnical questions in order to provide a complete design for the outfall. Provide the

City with any recommendations should they be different than the preliminary design previously prepared.

- Provide a 60% level design package for review by the City and incorporate changes based on feedback in order to submit the package for environmental permitting. Provide a preliminary cost estimate. A more detailed design review meeting should be included with submittal.
- Should the City receive conditions on the project from agencies reviewing the permitting, an additional updated set of plans may be requested by the City (**Optional Task**)
- Provide the 100% design package for review. Address final comments and prepare construction documents for the Ellis Creek Outfall Relocation Project, provide a construction cost estimate and provide technical specifications for bidding of the project. The construction documents prepared by the consultant shall be bid ready. Two detailed design review meetings should be included with submittal of the final design and for completion of the bid package. **Note:** Construction to be timely with regard to permit requirements and coordinated with Environmental Services.
- Provide Consulting during Construction. The selected Consultant would provide assistance during construction by assisting in addressing requests for information, approving of submittals, as well as clarification or changes in the field during construction period, and inspection for plan and design compliance, and assistance through successful completion of the project (**Optional Task**).

RESPONSE TO RFP

Technical and Cost Proposals **must** be received by the City of Petaluma by **2:00 PM, Thursday January 13th, 2022**. At or before the time mentioned above, Consultants shall send an email to **Josh Minshall, P.E. at the email: jminshall@cityofpetaluma.org**, which shall contain the following two (2) **separate** attachments:

1. Electronic (PDF) copy of the Consultant's Technical Proposal.
2. Electronic (PDF) copy of the Consultant's Cost Proposal.

Technical Proposal PDFs for the project shall be limited to a **maximum** of **twenty (20)** single-sided pages, **excluding** necessary Appendices and required Exhibits. Specific requirements are described as follows. All electronic attachments should be clearly labeled to make it easy for the City to identify the separate documents.

Additional RFP Notes:

1. The maximum receivable email size is around 20 MB, for City servers. Therefore, proposals exceeding this size (**20 MB**) will need to be sent via a downloadable link. Alternatively, if size permits multiple emails (up to **two (2)**) can be sent and should be properly numbered with matching subjects. If multiple emails are sent the first email should outline the number of emails planned and their contents. The City will confirm receipt of any emails received at or before the specified due date and time.
2. The cost proposal is **not** part of the twenty-page limit and should be submitted as a separate document as discussed above.

3. Front and back proposal covers can be included and will **not** count as part of the 20-page maximum. However, please note that proposal front and back covers will not be used as part of the RFP scoring.
4. Dividers can be used in the proposal and will **not** be counted as part of the twenty-page limit. However, please note that any content on the divider pages will not be used as part of the RFP scoring.
5. 11x17 sheets are permitted to be used for proposed schedules, example technical documents and designs **only** and will be counted as one (1) page.

For question or clarifications contact Josh Minshall, P.E. by phone (707) 776-3785 or by email at jminshall@cityofpetaluma.org.

1.0 TECHNICAL PROPOSAL REQUIREMENTS

1.1 COVER LETTER

Provide a cover letter signed by an official authorized to bind the firm, and the letter shall contain a statement that the firm is able to sign the City of Petaluma's standard PSA (**Attachment A**).

1.2 INTRODUCTION

Provide an overview of the firm's qualifications as they relate to providing similar investigation, design and construction services to municipal agencies. Include a brief description of your understanding of the project and services to be provided for the City of Petaluma. Identify your project management and technical approach to providing the services for the successful completion of this project.

1.3 PROJECT TEAM ORGANIZATION

Identify proposed team members and work on similar projects; include an organizational chart. List all subconsultants including contact information and areas of expertise. Briefly describe the roles of the prime Consultant and subconsultants. Provide information regarding the size and years in business of your firm and each subconsultant.

1.4 TECHNICAL APPROACH / SCOPE OF WORK

Describe your technical approach for completing the scope of services. Identify and detail specific tasks necessary to complete the work. Proposers are encouraged to amplify the scope of work, to identify any supplemental tasks necessary, and to recommend alternatives, to enhance the project or reduce costs.

1.5 REFERENCES

Provide a minimum of three (3) project-related references with details including project description, name, company, address, email address and telephone number.

1.6 COST PROPOSAL

The Consultant will perform the services stated in the contract for an agreed amount as compensation. The cost proposal shall define the total lump sum contract price to satisfy the scope of services and complete the work as proposed. The Consultant shall provide a rate table for themselves as well as their subconsultants. The cost proposal shall include:

- A listing of tasks required to accomplish the proposed scope of services;
- An estimate of the labor hours for each position classification and task including level of effort;
- The proposed hourly fee schedule for calendar year 2022;
- All other reimbursable fees and expenses (noting that the City does **not** pay for lodging, vehicles and travel time);
- Assumptions upon which the estimate is based; and
- Mark-up on other direct costs (ODC), not to exceed five (5) percent

2.0 SELECTION PROCESS

2.1 EVALUATION CRITERIA

The City's evaluation criteria for submitted proposals is detailed as follows, 100 points total:

- **Completeness of Response (Pass/Fail)**
 - a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed will be considered incomplete and will receive no further consideration.
- **Conflict of Interest Statement (Pass/Fail)**
 - a. Discloses any financial, business or other relationship with the City of Petaluma that may have an impact upon the outcome of the contract or construction project.
 - b. Lists current clients who may have a financial interest in the outcome of this contractor or the construction project that will follow.
 - c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.
- **Qualifications & Experience (25 points)**
 - a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct site investigation, provide the outfall design, work within regulatory restrictions, and provide construction services.
 - b. Recent projects of a related nature that have been completed.
 - c. Experience working on municipal projects as well as experience working with regulatory agencies.

- **Team Organization (15 points)**
 - a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
 - b. Roles and Organization of Proposed Team
 - i. Show adequate and appropriate disciplines of project team for services provided
 - ii. Identify where team members have previously worked together on similar project(s)
 - c. Project Management Approach
 - i. Show Team is managed by an individual with appropriate experience in similar projects. Provide the time this person is committed to the project
 - ii. Identify how Team will successfully address all aspects of the planning, design and construction of this project
 - iii. List all project constraints and Team's approach to addressing these constraints
 - iv. Show that the Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones
 - d. Roles of Key Individuals on the Team
 - i. List all key positions needed to execute work
 - ii. Show that the Team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project. Note: Resumes can be included as Appendices and therefore will not count towards the PDF page limits
 - e. Working Relationship with Public Works
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process
 - ii. Team leadership understands the nature of public sector work and its decision-making process
 - iii. Proposal responds to the need to assist the City of Petaluma during the project
- **Technical Approach and Scope of Services to be Provided (35 points)**
 - a. Identify the technical approach to be followed by the Project Team and how the Project Team will be pro-active to mitigate anticipated project issues
 - b. Include a Detailed Scope of Services to be used
 - i. Proposed scope of services is appropriate for all phases of the work
 - ii. Provide a Scope that addresses all known project needs and appears achievable in the timeframes set forth in the project schedule
 - c. Project Deliverables
 - i. Deliverables are appropriate to the schedule and scope set forth in above requirements
 - ii. Identify key milestones in the project development
- **Project Schedule/Confidence in Execution (20 points)**
 - a. Schedule shows work completion date
 - b. Identify the project timeline with all major milestones and required submittals for project management and permitting compliance
 - c. The schedule should address all knowable phases of the project, in accordance with the general requirements of this RFP.

- **References (5 points)**
 - a. Provide a minimum of three (3) references for similar projects.

3.0 GENERAL INFORMATION

3.1 NEGOTIATION OF CONTRACT

After selection of the Consultant, the City and the Consultant shall negotiate the contract under which the work shall be performed. All items submitted in the Consultant's proposal shall be subject to negotiation.

3.2 PROFESSIONAL SERVICES AGREEMENT

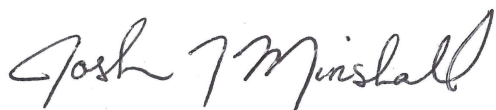
The successful firm will be required to execute the City of Petaluma's Standard Professional Services Agreement (**see Attachment A**). The Consultant should assume that no exceptions to this agreement will be accepted and that any Consultant submitting a proposal must be prepared to execute this agreement without modification.

3.3 ESTIMATED SCHEDULE

Advertisement Date	December 23 rd , 2021
Proposal Due Date	January 13 th , 2022 at 2:00 PM
Proposal Selection by City of Petaluma	January 20 th , 2022
PSA Executed / Notice to Proceed Issued	February 10 th , 2022

If any further information is required, please contact me at (707) 776-3785. Your interest in this project is greatly appreciated.

Sincerely,



Josh Minshall, P.E.
Senior Civil Engineer
City of Petaluma

Enclosures:

- Attachment A: Standard Professional Services Agreement
- Attachment B: Insurance Information – Exhibit B
- Attachment C: Prevailing Wage Information – Exhibit C
- Attachment D: Living Wage Information – Exhibit D
- Attachment E: Preliminary Design Documents
- Attachment F: As Built Plans
- Attachment G: Project Location
- Attachment H: Project Background Information